



**CITY OF LODI
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOME INVESTMENT PARTNERSHIPS (HOME)**

2008-09 GRANT APPLICATION INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

The City of Lodi is soliciting applications for its 2008-09 Community Development Block Grant (CDBG) and HOME Investment Partnership program funds. Eligible organizations include non-profits and local government entities. Successful applications will address a significant need for low-income City residents and must meet the guidelines articulated in this application package. Funds awarded will be available after July 1, 2008, with significant fund expenditure expected by June 30, 2009.

If you are interested in submitting an application, you must complete the application form, which is available online at http://www.lodi.gov/community_development/index.html or by e-mailing Sarah Bontrager (sbontrager@lodi.gov). Applications must be submitted with all required materials by **Wednesday, January 16, 2008 at 5:00pm**, according to instructions included below.

Only applications submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. If you are considering submitting an application for funding and have not previously received CDBG funding, please contact Sarah Bontrager, CDBG Program Administrator, at 916-231-3354 for assistance in determining activity eligibility.

2008-09 FUNDING

The City anticipates receiving approximately \$717,000 in CDBG funds and \$262,000 in HOME funds, although final allocations have not yet been released by the federal government. Additionally, the City plans to reallocate about \$75,000 in CDBG funds and \$90,000 in HOME funds. The City is currently exploring options for committing a certain percentage of funding to City facilities projects serving low-income areas or persons. Final estimates for funding available to non-profits and public agencies will be released after December 19.

ELIGIBLE ACTIVITIES

Eligible activities must either primarily benefit low- and moderate-income persons or eliminate blight. Activities that are generally eligible for CDBG funding include the following:

- Construction or improvement of public facilities (such as parks, streets/sidewalks, and community centers);
- Acquisition of real property;
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, fair housing counseling, etc.;
- Housing repair and rehabilitation;
- Economic development activities, including microenterprise assistance and lending to for-profit businesses; and
- Historic preservation.

New applicants should contact City staff to determine the eligibility of their activity.

APPLICATION SUBMISSION

All applications must be completed electronically. Handwritten applications will not be accepted. If you have any trouble opening or filling out the application, please contact City staff immediately. Applications must be complete, so check to ensure that all applicable questions are answered.

Submit one (1) original and one (1) electronic copy of each application. The original should include all requested attachments. The electronic copy must be submitted as an MS Word document (or equivalent). Electronic copies may be submitted via e-mail to Sarah Bontrager (sbontrager@lodi.gov), and must be submitted by the deadline.

Applications must be received at the Community Development Department by 5:00 p.m. on Wednesday, January 16, 2007. Late applications will not be accepted.

TIMEFRAME

The City anticipates the following schedule for reviewing submitted applications and determining funding awards:

| | |
|---|-----------------------------------|
| Application Availability Date | December 4, 2007 |
| Public Meeting/Application Training | December 4, 2007 at 3:00pm |
| City Council (funding breakdown discussion) | December 19, 2007 |
| Deadline for Proposal Submissions | January 16, 2008 at 5:00pm |
| Review Period | January 17 – February 11, 2008 |
| City Council Shirtsleeve Presentation | February 12, 2008 |
| City Council Public Hearing | March 5, 2008 |
| Letters of Award/Denials | May 16, 2008 |
| Funding Year Begins | July 1, 2008 |

APPLICATION REVIEW

Once submitted, applications will be reviewed by City staff. The City may contact applicants to obtain additional information. City staff will first review the applications to determine whether the proposed activities meet the minimum eligibility criteria. Proposed activities will also be evaluated on the following criteria:

- **Benefit to Low-and Moderate-Income Persons**
Activities providing a clear benefit to at least 51 percent low- and moderate-income persons or households will be given funding preference.
- **Activity Need and Justification**
Proposed activities will be evaluated on their ability to address a significant community need, as well as their benefit to very low-income persons.
- **Readiness to Proceed**
Project will be evaluated for feasibility of implementation, overall and within the allotted time frame.
- **Cost Reasonableness and Effectiveness**
Budgets will be reviewed to determine completeness and reasonableness of all costs related to the request for CDBG funding. All budgets should factor in the most recent cost estimates available. Organizations will be evaluated on their ability to become self-sustaining, if applicable.
- **Activity Management and Implementation**
Applicants must demonstrate the ability to carry out the proposed activities. Each applicant will be evaluated on experience, administrative capacity, and financial management. For organizations currently receiving CDBG funding, performance over the last five years will be evaluated.
- **Matching Contributions**
Consideration will be given to the amount of non-CDBG/HOME funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG/HOME funds will have on meeting local community needs.

CONTACTS

If you have questions or comments on CDBG/HOME funding or the application, please contact:

Sarah Bontrager, CDBG Program Administrator
916-231-3354
sbontrager@lodi.gov

Joseph Wood, Community Improvement Manager
209-333-6800 x2467
jwood@lodi.gov

SAMPLE BUDGET

A sample budget that meets the application requirements is below. All applicants should include a similar budget, although more detailed budgets are acceptable.

| | | | | |
|--|--|---------------|---------------|----------|
| Applicant: VERY BEST ORGANIZATION | | Activity Cost | | |
| Activity: OUTSTANDING PUBLIC SERVICE ACTIVITY | | | | |
| Program Implementation (Direct Program Cost) | | CDBG Only | Other Sources | Total |
| Task 1: | Develop workshop training materials | \$10,000 | \$5,000 | \$15,000 |
| Task 2: | Newspaper ads for workshop (12 @ \$125 each) | \$1,000 | \$500 | \$1,500 |
| Task 3: | TV and radio ads (6 @ \$350 each) | \$1,000 | \$1,100 | \$2,100 |
| Workshop supplies (pencils, chalk, paper supplies, pens, etc.) @ \$5/student, 300 students per year | | \$0 | \$1,500 | \$1,500 |
| Workshop classroom rent, including utilities: 8 hrs./mo. | | \$800 | \$0 | \$800 |
| @ \$ 25/hr for 4 months | | | | |
| | TOTAL Program Implementation | \$12,800 | \$8,100 | \$20,900 |
| Personnel/Other Costs (Program Administration) | | | | |
| Workshop Coordinator: 1,000 hours @ \$25/hr., including benefits (developing and conducting workshops) | | \$25,000 | \$0 | \$25,000 |
| Workshop Clerical Support: 240 hours @ \$11.50/hr., no benefits (typing workshop materials, program accounting) | | \$2,760 | \$0 | \$2,760 |
| Workshop Manager: 48 hours @ \$55/hr., including benefits (general grant administration) | | \$2,640 | \$0 | \$2,640 |
| Workshop staff travel expenses, 120 miles round trip @ .30 per mile | | \$360 | \$0 | \$360 |
| Annual subscription to "Workshop Times" magazine | | \$0 | \$25 | \$25 |
| 1-day seminar "Workshop Techniques for the 21st Century" in Sacramento, August 2005, for 2 staff persons @ \$500 each (includes seminar fee, travel, lodging, and meals) | | \$0 | \$1,000 | \$1,000 |
| | TOTAL Personnel/Other Costs | \$30,760 | \$1,025 | \$31,785 |
| TOTAL CDBG REQUEST | | \$43,560 | | |
| TOTAL ACTIVITY COST - ALL SOURCES | | | \$9,124 | |
| COMBINED TOTAL | | | | \$52,685 |